Department Chair/Program Coordinators Meeting Notes
November 1, 2011 KAA 109 3:00 – 4:30 pm

Present: Cyrilla Pascual, Laura Lees, Shane Payba, David Grooms, Bruce Butler, Kate Acks, Thomas Hussey, Chuck Carletta, Jan Moore, Jennifer Owen, Lee Stein, Nancy Johnson, Kathy Fletcher, Ryan Daniels, Rosie Vierra, Lisa Sepa, Julie Powers, Wayne Aguiran, Kiope Raymond, Dean Louie

Wayne Aguiran reminded everyone about the Makaukau Ka event scheduled from 8:00-1:00pm on November 19, 2011 in the multi-purpose room. Program Coordinators and others are encouraged to attend. He was mentioned that so many requests to Program Coordinators to be available at events such as these are becoming a burden. It was suggested that events be combined more to lessen the time requirements to attend and represent their programs.

CASLO Discussion
Eric Engh presented a possible pilot assessment project to assess the CASLOs to begin in spring or fall 2012. Rather than assess each CASLO each year, one or two CASLOs will be selected as the theme for the semester or year. There was considerable discussion and it was agreed that further work was needed to finalize details before moving forward. Eric will follow up and report back at a later meeting.

Contract Renewals
David Grooms reminded Department Chairs that contract renewals for 2nd and 4th year faculty are due to Department Chairs by November 3, 2011. He requested Department Chairs follow up to be sure documents are submitted on time.

Program Reviews
David also reminded Department Chairs and Program Coordinators that Program reviews were due October 28, 2011, and thanked those who submitted the reports on time. Beginning this year, reports are submitted online as well as hard copy or electronic copy to Vice Chancellor of Academic Affairs. Instructions for online submissions are on the UHMC website under Faculty/Staff – Program review.

Completion and Graduation Projections
Clyde has asked for projection by programs of both completion and graduation rates for 2011-2012 academic year. John McKee would like this information sent to him by end of Fall 2011 semester.

WASC Update
David Grooms provided a short update of the new pilot WASC Accreditation process that UHMC will be a participant. In short, the accreditation process will be shortened with fewer onsite visits. One narrative report will be required (due in Spring 2013) followed by an offsite review by a WASC Team the same semester. This will be followed by an onsite visit the following semester. It is planned for Jill Ferguson, from WASC Senior, to visit UHMC in early 2012 to provide more details and answer questions on the process.
and UHMC’s role with WASC Senior. It was requested that, going forward, the campus be more informed on how we will be operating under WASC Senior as compared to WASC Junior.

Meeting adjourned at 4:30 p.m.